

# **Zameer UlHaq**

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**Address :** Hotel Abraj Al Qasswa, Ajyad Road,  
Makkah Saudi Arabia.



## **Objectives:**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

## **Personal Details:**

<b>Father Name:</b>	Muhammad Ikhlaq	<b>Passport No:</b>	AU6398452
<b>Date of Birth:</b>	17 Jan 1990	<b>Nationality:</b>	Pakistani
<b>Gender:</b>	Male	<b>Religion:</b>	Islam
<b>Iqama No:</b>	2450285354	<b>Marital Status:</b>	Married

## **Education:**

<b>Education</b>	<b>Board/Institute</b>	<b>Degree Title</b>	<b>Year-Passing</b>
<b>Graduation</b>	University of the Punjab, Lahore	B.com	2010
<b>Intermediate</b>	Federal Board Islamabad	I.com	2008
<b>Matriculation</b>	Federal Board Islamabad	Science	2006

## **Key Skills and Competencies:**

- Excellent working knowledge of all Microsoft Office packages. (**MS-Word, Excel**).
- Experience of working on Accounting Software. (**Catalyst, Asia Soft, Tally**).
- Basic Understanding about whole Computer System. (**Hardware and Software**).
- Very quick learner of computer programs and accounting software.
- Good selling skills over the phone.

## Work Experience:

### ➤ C.S.R

The Ore Technologies 6<sup>th</sup> Road Rawalpindi **Pak.**

### Period:

Jan 2011 to Feb 2013

### ➤ Major Responsibilities:

- Serves customers by providing product and service information, resolving product and service problems.
- Attracts potential customers by answering product and service questions, suggesting information about other products and services.
- Resolves product or service problems by clarifying the customer's complaint.

### ➤ Account & Admin Officer

Rabbou International Tours (Pvt) Ltd, **Pakistan.**

### Period:

Mar 2013 to Dec 2017

### ➤ Major Responsibilities:

- Maintain company accounts (Receipts & Payment, Cash & Banks, Customers & Suppliers)
- Assist bookkeepers and coordinators on day-to-day financial matters and reports.
- Guides accounting clerical staff by coordinating activities.
- Ensures proper document classification, sorting, filing and proper archiving.
- Prepare and reconcile general bank statements.
- Secures financial information by completing data base backups.
- Reconcile the accounts payable and accounts receivable.
- Calling companies clients for the balances and arrange payments for suppliers.
- Maintain the leave management system and Supervise completion of the payroll.
- Reconcile weekly deposits, Manage distribution of utilities bills and collections of accounts.
- Assist with the annual audit.
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### ➤ Accounts/Admin Officer

Abraj Al Qasswa Hotel (**Makkah, Saudi Arabia**)

### Period:

JAN 2018 to Dec 2019

### ➤ Major Responsibilities:

- Maintain company accounts (Receipts & Payment, Cash & Banks, Customers & Suppliers)
- Calling companies clients for the balances and arrange payments for suppliers.
- Maintain the leave management system and Supervise completion of the payroll.
- Maintain Record for company legal documents, Utility bills etc.

## ➤ Purchase Officer

## Period:

Greenvally Premium Supermarket (ISB, Pakistan) Jan 2020 to Oct 2020

### ➤ Major Responsibilities:

- Calls for quotations for any items costing more than a certain amount (As per company policy) and inquire into prices from various suppliers.
- Research and identify new products and services for the hotel in the market.
- Ensures that all authorized or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
- Monitor vendors for quality, service and price through standard purchasing specifications.

## Certificates:

- Sports Certificate in Cricket from Federal Board.
- Basic computer course of three months.

## Hobbies:

- Managing my own news website ([www.quoratv.com](http://www.quoratv.com))
- Part-time article writing for different websites.
- Creating and Managing blogs and E-Commerce websites.

## Languages:

- English
- Urdu
- Arabic
- Punjabi